

The HIRER must be at least 21 years of age at the time of booking. The HIRER will, during the period of the hire (which shall include any preparation time taken leading up to the use of the Hall for the Event and in the period taken to clear up the Hall following the Event), be responsible for:-

- The supervision of use of the Hall, and care of, and prevention of damage to, the Hall and all fixtures and fittings.
- The behaviour and safety of all persons using the Hall whatever their capacity, and of their acts in and around the Village;
- The evacuation of the Hall in the event of a fire and full compliance with the regulations and procedures stipulated from time to time by the General Committee in this regard.
- Hirers must ensure that ALL amplified music and Noise levels must be monitored regularly throughout the period of hire. All such entertainment shall cease on or before midnight, unless agreed otherwise with the Hall Committee.
- The supervision of car parking so as to avoid obstruction of the access drive and access to dwellings within the Village, ensuring that the fire exits and emergency access are kept clear at all times.
- The proper supervision (by at least two responsible adults over the age of 21 at all times), of persons under 18 years of age.
- The supervision and care of any equipment or items of furniture within the Hall including lighting, music, ventilation systems, kitchen appliances etc.
- Ensuring that all conditions of the entertainment and alcohol licence(s), as issued for the Hall are observed. A Challenge 25 policy is in operation at the village hall.
- Ensuring that the Hirer has all the applicable licences, permits and insurances to suit their activity.
- Food and drink: if preparing, serving or selling food the Hirer will observe all relevant food and hygiene legislation and regulations. If the hirer wishes to use caterers on the Premises during the event the Hirer must ensure that the caterers comply with all health and hygiene legislations and regulations.
- Ensuring that decorations or other items are put up within the Hall using only the hooks which are already in place.
- Ensuring that the keys to the Hall are kept securely at all times and returned to the key safe on completion of the period of hire.
- Ensuring that the users of the Hall and attendees at the Event leave the Hall and premises quietly, without causing disturbance to village residents.
- A 20% non-refundable deposit will be due on acceptance of the booking to secure it, with the balance being paid no later than 10 working days before the booking date.
- Ensuring that the Hirer and those attending the Event seek access only to areas agreed at the time of booking and all other areas are strictly out of bounds.
- The Hall is only available for Hire period agreed. If the Hirer is still in occupancy after the agreed Hire period, then an additional Hire charge will be charged and is payable within three days of the conclusion of the Hire Period.
- We reserve the right to book the additional rooms in the hall when a hirer has booked the Main hall or Annex as a stand-alone unit. Sole hirer rates are available to ensure exclusivity.

The HIRER shall:

- Be solely responsible for, and indemnify the Committee against, all liabilities, claims and expenses, including the cost of any repairs or works required, as a result of damage to the Hall, its contents or any other property or persons within the Village, which may arise or occur as a direct or indirect result of any activity integral to, or associated with the hire or event and, attendance by any persons at it.
- Ensure and be able to prove that, where an event involves adults working alongside and with children, that a valid Child Protection Policy is in place.
- Acquaint themselves with the Hall Fire and Major Incident Plan, as displayed on the notice board in the foyer.

The HIRER shall not:

- Sub-hire the Hall.
- Allow the Hall to be used for any unlawful purpose or manner.
- Do anything or bring into the Hall, anything or any substance, which might endanger the Hall or any person therein.
- Have access to either of the upstairs rooms. These are accessed by a steep set of stairs and are NOT TO BE ACCESSED by anybody other than authorised personnel.
- Allow the use of candles or naked lights (exception being on a celebration cake).
- Allow the use of chocolate fountain(s).
- Bring into the Hall, paints, spirits, or flammable materials / liquids.
- Use inflatables (e.g. bouncy castles etc.) inside the hall.
- Provide or attempt to sell illegal substances.
- Provide or give alcohol to persons under the age of 18.
- Permit anyone to 'Smoke' anywhere inside the Hall or on the Patio Area. Cigarette bins must be used.
- The use of drawing-pins, sticky tape or 'Blu-tac' for fitting anything to the walls, ceilings, doors or windows, **is not permitted at any time, any damage will be charged.**

Breakages Deposit:

- For the majority of hire, the Committee hires out the Hall on a 'no breakages deposit required' basis. However the Hirer must be aware of the following:-
- There may be an inspection of the Hall both during and after the hire period. Any damage or breakages must be reported immediately at the end of the Hire period.
- Any damage or work required to return the Hall or the equipment in the Hall or surrounding the Hall, to its pre-hire condition, will be charged to the Hirer. Furthermore the Committee reserves the right to pursue the Hirer for such monies and any costs, legal or otherwise, which will also be added to the cost of repairs, or actions required.

Booking form:

- The prospective Hirer is required to read and agree to these Terms & Conditions and submit an official booking form, prior to any booking.

- Upon the Committee's agreement to Hire the Hall for the required Hire period and the payment of the Hire fee in full has been received, then this will form a 'Contract of Hire' between both parties.
- The terms and conditions of the Hire of the Hall will become contractually binding and must be observed by both parties at all times.

Upon confirmation of the Committee's acceptance of the Hirers booking, an invoice will be raised and sent to the Hirer; a 20% non-refundable deposit must be made in advance to secure the booking and full payment must be made no later than 10 working days before the booking date.

No Booking will become contractual until the appropriate Hire fee has been paid in full and become cleared funds in the ORAC bank account.

Hall availability and access:

- The Hirer will be issued with the Key code safe once proof of full payment has been received or over the telephone up to 2 days before the hire of the hall is due to commence or whichever is closest to the hire date.
- If the Hire is adjoining an earlier Hire, then the Hirer may not enter the Hall until the previous Hirer has finished their Hire period.
- If required, the Hirer will be shown round the premises by a member of the Committee prior to the hire commencing.
- The Hirer will also be given details of who to contact in the event of any problem arising during the period of the hire. A notice with contact names and numbers can be found on the hall notice board.

At the end of the period of hire the HIRER shall be responsible for:

- Leaving the Hall and surrounding areas in the condition in which it was found at the commencement of the hire.
- Replacing any furniture or other items temporarily removed from their usual position. Removing all food items and refuse and, disposing of it in the wheeled bins and glass banks provided.
- Ensuring that all lights, ventilation systems and taps are turned off.
- Closing all fire doors.
- Locking and securing the Hall (including the possible resetting of the security alarm system), unless otherwise instructed by the authorised representative of the Committee.

Cancellation of Hire:

- No refunds will be made except in exceptional circumstances, as considered from time to time by the Committee.

If a hirer only wishes to hire a single room Needham Village Hall reserves the right to hire out the second room to an additional booking.